



THE WHITE HOUSE

WASHINGTON

September 9, 1965

NSC REFERRAL NOT REQUIRED

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

By October 1, the President would like to have from each Department and Agency a comprehensive report listing the following:

- (a) Legislative innovations, breakthroughs and departures achieved during his Administration.
- (b) Major administrative accomplishments during the same period -- such as reorganization, cost reduction measures, etc.

Reports should describe in factual detail the immediate significance of such achievements and, where appropriate, project the longer term implications and impact for the future. Such projections should be treated as confidential for the President's own review.

Please file your reports to my office no later than Friday, October 1, 1965.

A handwritten signature in cursive script, appearing to read "Horace Busby".

Horace Busby  
Special Assistant to the President

(CLASSIFICATION)

CENTRAL INTELLIGENCE AGENCY

# EXECUTIVE MEMORANDUM

## OFFICE OF THE DIRECTOR

EXECUTIVE MEMORANDUM No. 148

DATE 10 September 1965

<u>TO:</u>	<u>ROOM NO.</u>
Deputy Director (Plans)	<u>3C-34</u>
Deputy Director (Intelligence)	<u>7E-32</u>
Deputy Director (Science & Technology)	<u>6E-60</u>
Deputy Director (Support)	<u>7D-18</u>
<del>Comptroller</del>	<u>                    </u>
Inspector General	<u>7D-49</u>
ACTION - General Counsel	<u>7D-01</u>
<del>Assistant Director for National Estimates</del>	<u>                    </u>
D/DCI/NIPE	<u>7E-22</u>
ACTION - D/BPAM	<u>6E-08</u>
<u>                    </u>	<u>                    </u>
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Distribution:

- 8 - as above
- ~~4~~ - ER via reading board
- 1 - ExDir

This memorandum contains information for the addressees. Addressees may give this memorandum additional circulation within their components as required. All copies should be destroyed, not filed, upon completion of circulation. A master file will be kept in the Executive Director's Office and will be available upon request.

(CLASSIFICATION)

Excluded from automatic  
downgrading and  
declassification

<b>TRANSMITTAL SLIP</b>		DATE <b>10 September 1965</b>	
TO: <b>Director, BPAM</b>			
ROOM NO. <b>6 E 08</b>	BUILDING <b>HQ</b>		
REMARKS:  <p><b>John:</b></p> <p><b>Please undertake the administrative portion of the President's request. OGC will submit to you the legislative report which you can then add to yours to produce the Agency response.</b></p> <p><b>I asked OGC to submit their report to you by 20 September so that you can submit a response for DCI signature by <u>24 September</u>.</b></p>			
FROM: <b>Executive Director - Comptroller</b>			
ROOM NO. <b>7 D 59</b>	BUILDING <b>HQ</b>	EXTENSION <b>6767</b>	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. ☆ GPO: 1957-O-439445 (47)	